



User Guide for *Hors DAP* Applicants

This guide is intended to guide you through the Hors DAP process for applying for admission to the following programs in French institutions of higher education: *Licence 3*, *Licence Professionnelle*, and *Master*.

Note:

This manual does NOT apply to students pursuing undergraduate programs (*Licence 1* or *Licence 2*), or to a school of architecture – these students must refer to the DAP user manual (consult our website: usa.campusfrance.org).

This manual also does **not** apply to candidates who wish to pursue the following programs: DUT, BTS, programs in schools of engineering, or preparatory classes for entry into a *grande école* or private institution. If you fall under this category, please contact CampusFrance for your specific procedures.

Applications to any institution (regardless of whether or not it is connected to the CampusFrance PASTEL system) must be submitted before the deadline specified in their application procedures. Please contact each school to which you are applying to find out their exact deadlines, as well as any additional documents that they may require, in order to ensure that your application will be considered complete and on time.

Connected v. Non-connected institutions

After selecting your desired institutions in the My Procedures section, you will see if this institution is “connected” to the CampusFrance PASTEL system, or non-connected.

The screenshot shows the 'My Procedures' section of the CampusFrance PASTEL system. On the left, there's a sidebar with 'Démarches du dossier' (Procedures of the dossier) and 'Messagerie' (Messaging). The main area is titled 'Détail de la démarche' (Detail of the procedure). It lists an establishment ('Etablissement') as 'Université Paris-Sorbonne Paris IV - UFR Anglais' and a formation ('Formation') as 'licence Arts, lettres, langues mention langues, littératures et civilisations étrangères spécialité anglais'. To the right, there's a column labeled 'Connecté' (Connected) with a dropdown menu showing 'Oui' (Yes) and 'Non' (No). Other columns include 'Motivations' (Motivations), 'Priorité' (Priority), 'Date début formation' (Start date of training), and 'Durée formation en mois' (Duration of training in months). A red circle highlights the 'Connected' status for Université Paris-Sorbonne.

If you are applying to a connected institution: You need to upload all of the necessary documents into your CampusFrance form. Connected institutions will receive all of your documents electronically and communicate their admissions decision through the CampusFrance PASTEL system.

If you are applying to a non-connected institution: You need to check the specific application requirements for each non-connected institution, and send your paper application to them directly.

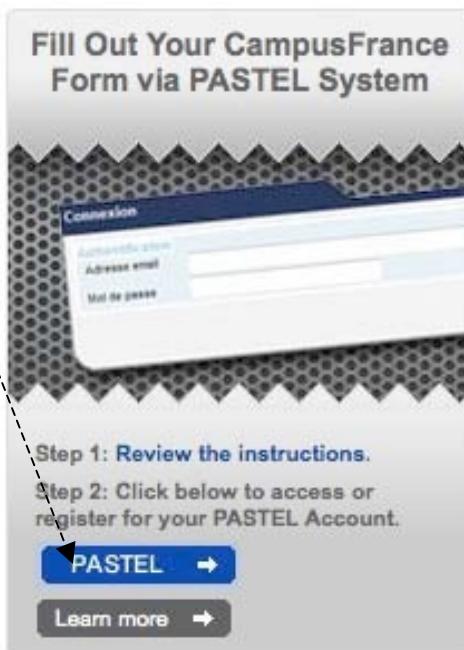
Very important:

Make sure to fill this electronic application out carefully (both the “My CampusFrance Form” and “My Procedures” sections), because this information will be evaluated by the institutions to which you are applying.

Please do not use a Mac computer or Safari program when creating your electronic application.

Registration

1. To begin your CampusFrance registration, go to www.usa.campusfrance.org
2. Once you see our homepage, click on the following icon labeled "**CampusFrance Procedures - My Personal PASTEL Account**"

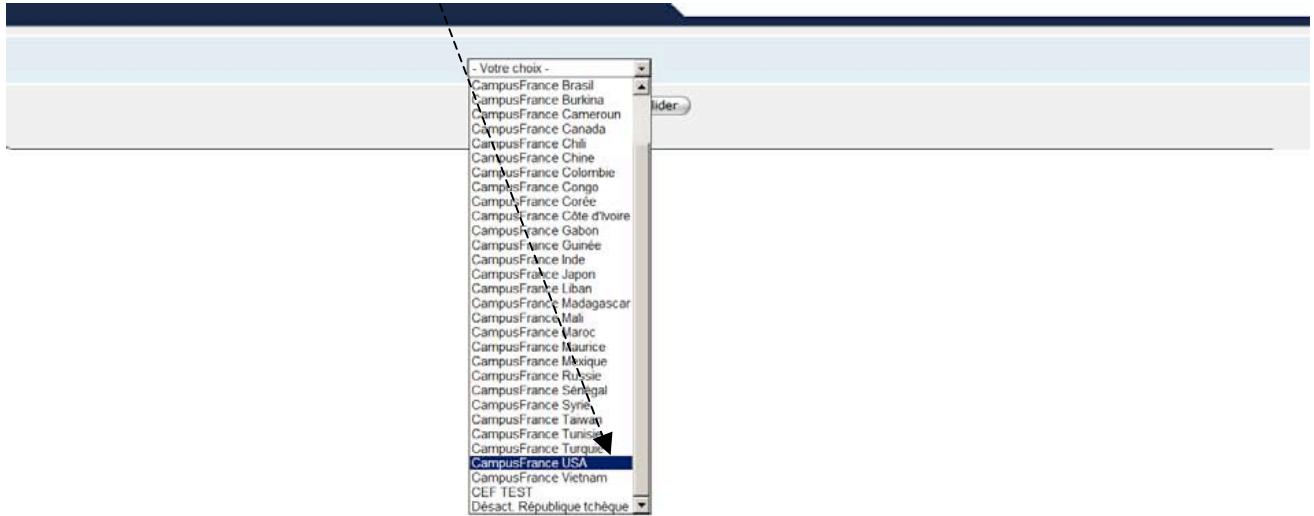


3. Once you have clicked on the above icon, you will see the following box labeled "Connexion." Click on the link below it labeled "**Création d'un dossier**."

The image shows a screenshot of a "Connexion" (Connection) page. The page has a dark header with the word "Connexion". Below the header, there is a form titled "Authentification" with fields for "Adresse email" and "Mot de passe". At the bottom right of the form is a "Se connecter" (Connect) button. A dashed arrow points from the "Création d'un dossier" link in the previous image to this "Se connecter" button.

Si vous n'êtes pas encore inscrit, veuillez créer votre compte sur la page suivante : [Création d'un dossier](#)

4. Next, select **CampusFrance USA**:



5. You will then be prompted to enter your personal information into your personal PASTEL account. Please fill this section out carefully and accurately, as it will be compared to the documents that you provide in person at the consulate for your visa appointment. After finishing this form, click "**validate**" to proceed. **PLEASE NOTE: to create your account in English, select "English" in the drop-down menu for "Language". If this screen appears to you in French, refer to the template below for the English translation for each field.**

Account creation

Fields in pink and followed by an asterisk* are required information

Authentication	
Email*	Password*
Password confirmation*	
(Between 8 and 15 characters)	
marital status as indicated on your passport	
title*	Mr.
Last name*	(in capital letters)
Maiden name/Other names	
First name*	(First letter in capital letters)
Gender*	male
Birth date*	JJ/MM/AAAA
Place (city) of birth*	
Country of birth*	United States
Country of nationality*	United States
ID document type*	Green Card or Visa #
ID document N**	
Marital status, number of children*	Single
address	
Country*	United States
Province/Region /State*	- Your choice -
City*	- Your choice -
Zip code	
Address*	
Contact information	
area code	
Telephone*	
cell phone	
Select a language	
Language*	English
In which discipline do your study goals fit?*	- Your choice -
Would you like other institutions to have acces to your application?	<input type="checkbox"/>
Cancel Validate	

When creating your account, please note the following:

	Password	* Your password must contain at least 8 characters. Please write them down so that you do not forget them.
	Passport	* If you are American, type in your passport number. If you are a foreign student, provide the number of your residency card or visa. As a foreign student, if you try to enter your passport number, you will not be able to create your account.
	Date of Birth	* Indicate your date of birth as follows : day/month/year
	Address	* Your permanent address. Please provide an address of permanent residency (that of your parents, for example, or your personal address in the city where you study).
	Phone Number	* Indicate your complete phone number with area code so that we can contact you easily if we need any additional information.
	Consulate	* If you live in California, a drop-down menu will appear allowing you to select the consulate that is most convenient for you, either in Los Angeles or San Francisco.
	Email	* Emails will not be sent to your personal email address. They will be sent directly to your CampusFrance PASTEL inbox , which you will need to check regularly.
<p><i>Do not forget to click < validate > to submit your personal information!</i></p> <p>If you are unable to validate this section, it means that some information has been entered incorrectly. Please contact us via email at :</p> <p style="text-align: center;">Washington@campusfrance.org</p>		

6. Once you have submitted your personal information, click "**valider**". You will then receive a message confirming the creation of your CampusFrance account:

ConfirmationCampusFrance USA

Nom : PHELPS Heidi

Your account has been created under **Reference number US503665**.

You must preserve your CampusFrance reference number. This will be needed for all your application procedures.

You can print this message which serve as proof of enrollment with CampusFrance.

You may be asked to show this receipt when you pay your enrollement fee.

An information summary has been sent to you by e-mail and to your CampusFrance personal site.

Print this page with your **CampusFrance Identification number** on it, as you will need it every time you contact CampusFrance (by email, phone, etc.) After printing it, click "**return**" to log into your account.

Filling out the CampusFrance Form

7. Returning to the screen prompting you to connect to your CampusFrance account, enter your email address and password and click "se connecter".

Si vous n'êtes pas encore inscrit, veuillez créer votre compte sur la page suivante : [Création d'un dossier](#)

8. Once you have logged into the system, you will have access to your personal PASTEL account and personal CampusFrance inbox, where you will receive all CampusFrance correspondence from this point forward. You will also have access to your **CampusFrance form**, which you will need to fill out to complete the CampusFrance process.

9. To fill out your CampusFrance form, click **CampusFrance Form** at the left of the screen.

10. All 4 sections of your CampusFrance form must be completed:

Education, "Linguistic Skills", "Goals" and "Validation of my file's CampusFrance form"

The screenshot shows the CampusFrance application interface. At the top, there is a logo for the French Ministry of Foreign Affairs and Cooperation (Ministère des Affaires Étrangères et du Développement International) and the word 'CAMPUS FRANCE'. The main navigation bar includes links for 'Welcome', 'My file', 'CampusFrance form', 'Required documents', 'My procedures', 'My mailbox', and 'Help / about'. A user profile 'PHELPS US503475 - PHELPS Heidi' is visible on the right. Below the navigation, a progress bar shows tasks: 'Fill out form' (Completed), 'Payment' (To do), 'Validation par l'Agence EEA' (To do), 'Reception of file' (To be sent), 'Interview' (To be planned), and 'Evaluation' (To complete). The 'CampusFrance form' section is expanded, showing tabs for 'Education', 'Linguistic skills', 'goals', and 'Validation of my file's CampusFrance form'. A 'Guide' section provides instructions for completing the 'Education' section, listing steps from selecting graduation year to saving information and adding notes. A note at the bottom states that if you are an independent student, you must fill out information for each year.

a) "Education" Section :

This section asks you to enter information about your academic and professional background (diplomas received, internships completed, professional experience, etc.) To begin, here is a brief overview of what you will need to do to complete the Education section:

If you have not yet earned a post-secondary degree (such as a Bachelor's Degree)

Upload the following:

- A scanned copy of your high school diploma
- A scanned, translated copy of your high school diploma
- Scanned copies of your original high school transcripts
- Translated copies of your high school transcripts
- Scanned copies of your original post-secondary transcripts for any coursework completed up until this point
- Translated copies of the above post-secondary transcripts
- Electronic copies of scores received for the TCF - *Test de Connaissance du Français* (unless you fall under the exemptions listed on our website), DELF/DALF or e-TEF (in certain conditions). For Hors DAP applications, some universities do not require these test scores, in which case this step is not mandatory. You must check with each university to which you are applying to verify their requirements.
- Any additional documents that your selected French institutions require (consult their websites or contact them directly for their specific admissions requirements).

If you have already earned a post-secondary degree (such as a Bachelor's Degree)

You must upload:

- A scanned copy of your post-secondary diploma
- A scanned, translated copy of your post-secondary diploma
- Scanned copies of your original post-secondary transcripts
- Translated copies of your post-secondary transcripts
- Electronic copies of scores received for the TCF - *Test de Connaissance du Français* (unless you fall under the exemptions listed on our website), DELF/DALF or e-TEF (in certain conditions). For Hors DAP applications, some universities do not require these test scores, in which case this step is not mandatory. You must check with each university to which you are applying to verify their requirements.
- Any additional documents that your selected French institutions require (consult their websites or contact them directly for their specific admissions requirements).

Filling out the Education section of your form

First, indicate the year that you received your high school diploma and respond to the questions at the bottom of the page. For the field labeled "Other", select "Independent student." **Ignore the "Cooperation Project" section.**

The screenshot shows the CampusFrance application interface. On the left, there's a sidebar with links like 'Welcome', 'My file', 'Personal information', 'CampusFrance form', 'My procedures', 'My mailbox', and 'French Foreign Ministry'. The main area has a header 'Welcome > My file > CampusFrance form' and a user ID 'PHELPS US407379'. The 'your activities' section has a table with columns: Type, period, Institution, Description, Activité complète, and Nombre de justificatifs. Below it, a message says 'Aucune information présentée'. The 'high school diploma' section asks for the year of graduation ('Year High school diploma*') with a dropdown menu showing '- Your choice -'. The 'Are you in one of the following cases?' section includes dropdowns for 'high school diploma', 'Other', 'scholarship', and 'Cooperation project', all with '- Your choice -' options. A large bracket groups the 'high school diploma' section and the 'Are you in one of the following cases?' section. Another bracket groups the 'Other' dropdown in both sections.

a. Next, click on the plus sign (+) to list your most recent academic and professional activities (diplomas received, internships, professional experience, etc.) The minimum requirement is to list all professional and academic activities completed within the last 3 years.

The screenshot shows the CampusFrance form interface. On the left, there's a sidebar with links like 'Welcome', 'My file', 'Personal information', 'CampusFrance form', 'My procedures', 'My mailbox', and 'French Foreign Ministry'. The main area is titled 'Welcome > My file > CampusFrance form'. It shows a table titled 'your activities' with columns: Type, period, Institution, Description, Activité complète, and Nombre de justificatifs. A message at the bottom says 'Aucune information présentée'. Below this, there's a section for 'high school diploma' with a dropdown menu for 'Year High school diploma*' containing '- Your choice -'. Another section asks 'Are you in one of the following cases?' with dropdown menus for 'high school diploma', 'Other', 'scholarship', and 'Cooperation project', all currently set to '- Your choice -'. At the top right, it shows 'PHELPS US407379' and a 'Disconnect' link.

a. For each selection, choose the **type of activity** (**note:** if you have earned a post-secondary diploma, select "Post-secondary Diploma". If you are currently studying at a post-secondary institution but have not yet graduated, select "Post-Secondary Studies"), then click **next**.

The screenshot shows the CampusFrance form interface. The top navigation bar includes 'Fill out form', 'Payment', 'Validation par l'équipe ECF' (highlighted in red), 'Reception of file', 'Interview', and 'Education'. The 'Validation par l'équipe ECF' tab has sub-tasks: 'Beginning 20/10/2010' (To do), 'To do', 'To be sent', 'To be planned', and 'A compléter'. Below this, a section titled 'Détails d'une Activité 1/2' shows a dropdown for 'Titre Activité' and 'type of activity*' with '- Your choice -'. At the bottom are 'previous' and 'next' buttons. The top right shows 'PHELPS US407379' and a 'Disconnect' link. The sidebar on the left is identical to the first screenshot.

b. You must then fill out the 2 blocks of information for each activity you have provided.

Block 1/2: Provide information about the institution that you have just listed (name of school, dates attended, etc.) without skipping any fields. When finished, click **next**

The screenshot shows the 'Welcome > My file > CampusFrance form' page. On the left, there's a sidebar with 'Welcome', 'My file' (selected), 'Personal information', 'CampusFrance form', 'My procedures', and 'My mailbox'. The main area has tabs: 'Fill out form' (green), 'Payment' (red), 'Validation par l'équipe ECF' (blue), 'Reception of file' (light blue), 'Interview' (orange), and 'Education' (red). Below the tabs, it says 'Beginning 20/10/2010 To do To do To be sent To be planned A compléter'. The 'Education' tab is active, showing a form titled 'Détails d'une Activité 1/2'. It contains fields for 'Titre Activité' (with 'High school' selected) and dropdowns for 'School year*', 'Country*' (United States), 'Province/Region/State*', 'City*', 'Institution*', 'Type of institution*', and 'Report Card'. At the bottom are 'previous' and 'next' buttons. The top right shows 'PHELPS US407379' and 'Disconnected'.

Block 2/2: Here you will need to upload the following documents:

If you have not yet earned a post-secondary degree (such as a Bachelor's Degree)

You must upload:

- A scanned copy of your high school diploma
- A scanned, translated copy of your high school diploma
- Scanned copies of your original high school transcripts
- Translated copies of your high school transcripts
- Scanned copies of your original post-secondary transcripts for any coursework completed up until this point
- Translated copies of the above post-secondary transcripts
- Electronic copies of scores received for the TCF - *Test de Connaissance du Français* (unless you fall under the exemptions listed on our website), DELF/DALF or e-TEF (in certain conditions). For Hors DAP applications, some universities do not require these test scores, in which case this step is not mandatory. You must check with each university to which you are applying to verify their requirements.
- Any additional documents that your selected French institutions require (consult their websites or contact them directly for their specific admissions requirements).

If you have already earned a post-secondary degree (such as a Bachelor's Degree)

You must upload:

- A scanned copy of your post-secondary diploma
- A scanned, translated copy of your post-secondary diploma
- Scanned copies of your original post-secondary transcripts
- Translated copies of your post-secondary transcripts
- Electronic copies of scores received for the TCF - *Test de Connaissance du Français* (unless you fall under the exemptions listed on our website), DELF/DALF or e-TEF (in certain conditions). For Hors DAP applications, some universities do not require these test scores, in which case this step is not mandatory. You must check with each university to which you are applying to verify their requirements.
- Any additional documents that your selected French institutions require (consult their websites or contact them directly for their specific admissions requirements).

To begin uploading your documents, click on the plus sign (+). Return to this plus sign for each new document that you wish to upload.

Welcome > My file > CampusFrance form

PHELPS US407379
Disconnect

List of grades

subject	Language of Class	1st semester	2nd semester
[empty]	[empty]	[empty]	[empty]

Attention: click on + To add a subject

You can put "X" in place of a grade if you do not know .

proof

Attention: click on + Add an attachment.

your documents

Last name

+ [plus sign]

Attention: click on + Add an attachment.

preceding save

To upload your transcripts or diplomas, name and select the file, then click **validate**.

IMPORTANT:

All documents MUST be in **bmp, jpeg or gif format**, and **cannot exceed 300kb**.

Justificatif

proof

bmp, jpeg, gif files cannot exceed 300ko.

Name of document*

Attachment* Parcourir...

Cancel Validate

After validating, you will return to block 2/2 to **save** your information.

Personal information
CampusFrance form
My procedures

My mailbox

List of received messages
List of received messages
Send a message

You can put "X" in place of a grade if you do not know .

proof

Attention: click on + Add an attachment.

your documents

Last name

+ [plus sign]

Attention: click on + Add an attachment.

preceding save



Diplomas and transcripts

* You may manually type in your grades and diploma information but it is **mandatory** that you **upload your documents** as well, in order for universities to consider your application.

b) "Linguistic Skills" Section:

This section concerns your knowledge and experience in the French language (trips to francophone countries and French proficiency test scores).

Click on the plus sign (+) to provide the required information on trips, exams and tests (where, when, types of tests taken: TCF, TEF, DELF/DALF).

Please note: you need to manually type your scores for the TCF, TEF, DELF or DALF here in the "Linguistics Skills" section, but you also need to accompany this with a **scanned copy** of your test scores and upload them into the "Education" section of your CampusFrance form, along with your scanned diplomas and transcripts. Revisit the above instructions if you need help uploading this document.

While the TCF is not always required when applying to graduate programs in France, some schools do require TCF results, or scores from an equivalent French proficiency exam. Please check with each school to which you plan to apply, to see if the TCF is one of their admissions requirements.

The screenshot shows the CampusFrance application interface. At the top, there's a navigation bar with the French Foreign Ministry logo, 'CAMPUS FRANCE', and user information 'PHELPS US407379'. Below the navigation bar is a sidebar with links like 'Welcome', 'My file', 'Personal information', 'CampusFrance form', 'My procedures', and 'My mailbox'. The main content area has tabs for 'Education', 'Linguistic skills', 'goals', and 'Validation of my file's CampusFrance form'. Under the 'Linguistic skills' tab, there are two sections: 'List of your stays in France' and 'Linguistic exams/test'. Each section has a table with columns like 'Start date', 'End date', 'Description', 'Expiration date', 'Grade', 'Note expression écrite', and 'Niveau'. Each table row has a '+ button' to add new entries. There are also 'Attention' messages: 'Attention: click on + create a stay in France' and 'Attention: click on + Create a linguistic test or exam'.



Trips and Language Tests

* If you have never been to a francophone country or taken a French language test, do not fill out this section. Respond only to the questions at the bottom of the page and click **validate**.

First language

* If English is your first or native language, select **first language** for the question **Have you studied English?**

c) Goals Section :

This section asks you to explain your reasons for choosing to study in France. We strongly recommend that you write this section **in French**, not only because it further emphasizes your interest in the French language and culture, but because we cannot guarantee that your application will be evaluated by an English speaker.

Additional note: this section is very important, as it is your main opportunity to express who you are, what your professional and academic goals are, and why you have chosen to pursue your studies in France. Those involved in the admissions process at your selected institutions will be reviewing this information when assessing your candidature, so please fill it out to the best of your ability.

- a. Click **validate** after filling out all of the required information.

The screenshot shows a web-based application form. It consists of three main sections: "Professional plans*" (light blue background), "My goals*" (red background), and "Si vous changez d'orientation, donnez les raisons de ce changement" (white background). At the bottom right of the form, there are two buttons: "Cancel" and "Validate". A dashed arrow originates from the "My goals*" section and points towards the "Validate" button.

	Required Information	Fill out all fields. We suggest at least 1-2 paragraphs for each section (in French), and at least 2-3 paragraphs for the "My Goals" section. NOTE: The last section in white ("Si vous avez changez d'orientation...") asks whether or not you are seeking to change the area in which you have previously studied. If this does not apply to you, simply leave it blank.
	Photo	* Attaching a photo is optional (and it needs to be under 50kb).
	Curriculum Vitae	*You can upload your current CV (resume) separately in jpeg form, no larger than 300kb, or copy/paste it into this form.

d) Validation Section:

This is where you officially submit your electronic form.

If **complete** is indicated at the side of each section, please contact a CampusFrance representative to verify that you have properly completed this form. Once you have received this confirmation, you can submit your form by clicking **validate**.

If **incomplete** is indicated on the side of one or more sections, you need to return to the incompletely sections and fill out the missing information before it can be submitted.

Welcome > My file > CampusFrance form

CAMPUS FRANCE

Help | about

PHELPS US407379

Disconnect

Welcome

My file

Personal information

CampusFrance form

My procedures

My mailbox

List of received messages

List of received messages

Send a message

French Foreign Ministry

CampusFrance form

Education Linguistic Skills goals Validation of my file's CampusFrance form

US407379 - PHELPS Heidi

Verification that all required information has been entered.

Personal information	Complete
Education	Complete
Linguistic skills	Complete
goals	Complete

Your CampusFrance form is complete, you may submit it

Les informations recueillies font l'objet d'un traitement informatique destiné à faciliter les démarches des étudiants souhaitant suivre des études supérieures en France et sans opposition de votre part à permettre de vous contacter par la suite pendant vos études en France et une fois vos études achevées.

Les destinataires des données sont : les services de l'Ambassade de France de votre pays de résidence et les établissements français d'enseignement supérieur.

Conformément à la loi «informatique et libertés» du 6 janvier 1978, vous bénéficiez d'un droit d'accès, de rectification et d'opposition aux informations qui vous concernent. Si vous souhaitez exercer ce droit et obtenir communication des informations vous concernant, veuillez vous adresser à l'espace CampusFrance via votre espace perso.

Warning

Submission of your CampusFrance form is irreversible. You will no longer be able to modify it once you have clicked on "OK".

Cancel Validate

	Submitting your file	* Once your CampusFrance Form has been validated and submitted, you cannot make any changes. After sending it, if you need to make changes to your personal information (address, password, phone number, etc.) contact us by email using your CampusFrance email account
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Filling Out the My Procedures Section

8. After filling out the CampusFrance form, select the schools to which you wish to apply in the “**My Procedures**” section by searching for institutions and programs in the PASTEL search engine. You can select up to 20 institutions, but we highly recommend that you narrow down your choices to only the most appropriate programs that are best-suited for your academic project.

Please note, you will not be able to validate the « My Procedures » section if you have not already validated your CampusFrance form.

To enter a program or university, click on the plus sign (+).

The screenshot shows the CampusFrance website interface. On the left, a sidebar menu includes 'Welcome', 'My file' (selected), 'Personal information', 'CampusFrance form', 'My procedures' (circled in red), and 'My mailbox'. The main content area is titled 'Welcome > My file > My procedures' and shows a 'List of procedures' for user 'US407379 - PHELPS Heidi'. A dashed arrow points from the 'My procedures' link in the sidebar to the '+ add a step' button in the list header. Another dashed arrow points from the '+ add a step' button to the 'List of procedures' table.

You will then be on the page “**Procedure type.**” There are two ways to search for and select your desired institutions: search for the **institution** itself, or by **subject**.

The screenshot shows the 'Procedure type' search interface. The sidebar includes 'My file' (selected), 'Personal information', 'CampusFrance form', 'Required documents', and 'My procedures'. The main search area has a heading: 'Check the box that corresponds to your stay in France. Then look below for the studies that interest you.' It includes a note: 'To proceed with the DAP process, you must select your institutions in one step.' Below this are buttons for 'Ongoing studies' (checked), 'Examination', and 'Internship'. A dashed arrow points from the 'Search by institution' button to the 'Partnerships*' dropdown. Another dashed arrow points from the 'Research by subject' button to the 'Programs and Subject Areas' dropdown. To the right, there's a map icon with the text 'Click on [map icon] to display the map of France'. The search form includes fields for 'Partnerships*', 'Programs and Subject Areas', 'Specializations and Distinctions', 'year of enrollment in the program*', 'Type of education', 'Institution (Name)', 'regional', 'Department', and 'City', along with 'start' and 'Research' buttons.

Search by Institution

If you wish to enroll in a specific institution and want to search for it by name, you can easily locate it by using this search tool.

Note: You **do not** need to fill out all of the search fields before clicking « Research ».

Check the box that corresponds to your stay in France. Then look below for the studies that interest you.

To proceed with the DAP process, you must select your institutions in one step

Check the box that corresponds to your stay in France. Then look below for the studies that interest you.

To proceed with the DAP process, you must select your institutions in one step

Ongoing studies Examination Internship

Click on ⚡ to display the map of France

Search by Institution **Search by subject**

Partnerships*

Programs and Subject Areas

Specializations and Distinctions

year of enrollment in the program*

Type of education

Institution (Name)

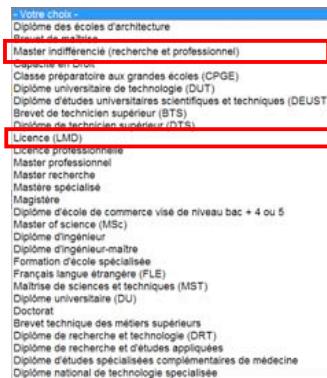
Region

Department

City

You must select :

- a. For "Partnerships", choose "Outside Consortium"
- b. Choose the year/level at which you will be starting your program (example, for a Master 1, select "Year 1")
- c. In the "Type of Education" field, we recommend that you select "Licence (LMD)" or "Master indifférencié" from the scroll-down menu to optimize your search results:



- d. The region (with help from the map of France) and/or the city's department (if you know it)
- e. All or part of the institution's name, followed by an asterisk (*) [example: for Université de la Sorbonne, Paris IV, type you can type **Paris IV***].

Research by Subject

This method allows you to search by subject area and by the type of diploma that you wish to pursue.

Check the box that corresponds to your stay in France. Then look below for the studies that interest you.

To proceed with the DAP process, you must select your institutions in one step

The screenshot shows the CampusFrance search interface. At the top, there are three tabs: 'Ongoing studies', 'Examination', and 'Internship'. Below the tabs, there is a red circle around the 'Search by institution' and 'Search by subject' tabs. The 'Search by subject' tab is highlighted. On the left, there are four dropdown menus: 'Area of study' (Choose your domain), 'Type of education' (Your choice), 'regional' (Your choice), and 'year of enrollment in the program*' (Your choice). On the right, there are three dropdown menus: 'Spécialité' (Your choice), 'reference catalogue' (with a question mark icon pointing to it), and 'Department' (Your choice). At the bottom, there are two buttons: 'start.' and 'Research.'

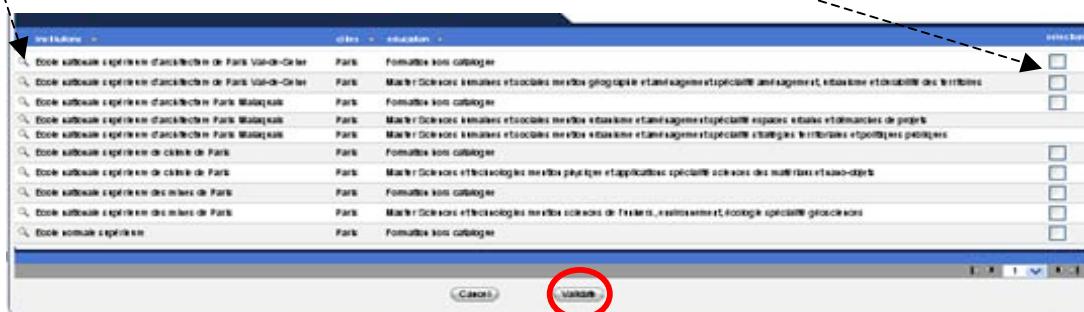
Select the area of study, the « spécialité » (optional), and the type of education and then click « research ». Again, if your search does not produce what you are looking for, you can expand your search criteria, or leave certain categories blank.

TIP: You can facilitate your search by using the **reference catalogue**.

In the catalogue of programs offered by CampusFrance on www.usa.campusfrance.org, each program is identified by a specific reference number. Each program is identified by a number which you can enter into this box, without entering any other search criteria.

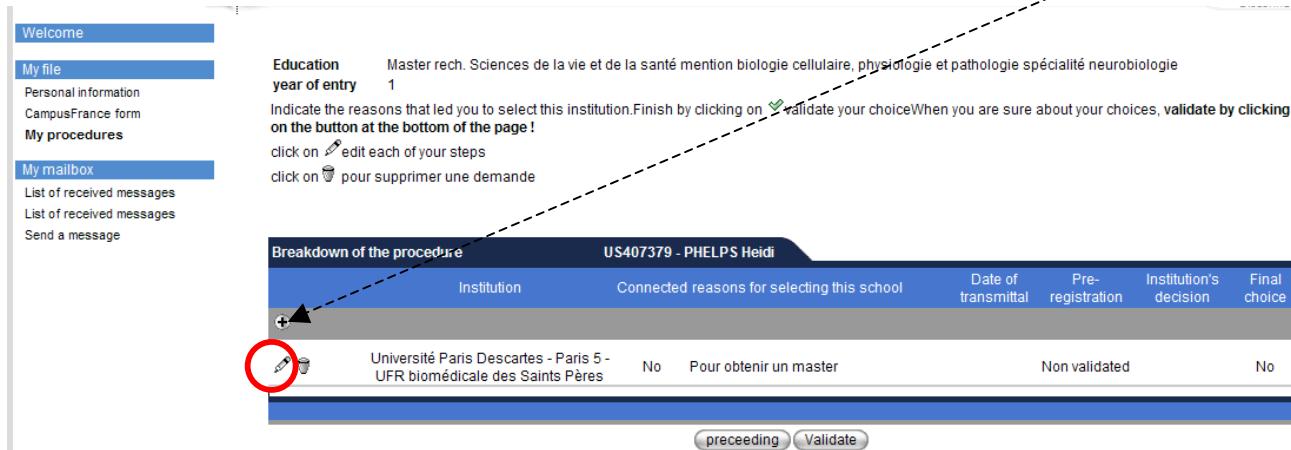
Once your search is complete, the chosen programs will show up at the bottom of the screen. You can then make your selections by **checking the boxes** to the right, next to each school that you wish to apply to, and then clicking **validate** at the bottom of the screen.

The magnifying glass allows you access to contact information for each institution. Click **validate** at the very end to submit all of your selections.



The screenshot shows the 'My file > My procedures' section of the CampusFrance interface. On the left, there is a sidebar with links: 'Welcome', 'My file' (which is selected and highlighted in blue), 'Personal information', 'CampusFrance form', 'My procedures', and 'My mailbox'. In the main area, there is a 'Récapitulatif de la démarche' form with fields for 'Name of the institute' (Université Paris Descartes - Paris 5 - UFR biomédicale des Saints Pères) and 'Nom de la formation' (Master rech. Sciences de la vie et de la santé mention biologie cellulaire, physiologie et pathologie spécialité neurobiologie). At the bottom of the form is a 'save' button, which is circled in red. In the top right corner, there are user details: 'PHELPS US407379' and 'Disconnect'.

Click **save** to store your program information, then confirm your next steps by clicking on the pencil  to edit your information.



Welcome

My file

Personal information

CampusFrance form

My procedures

My mailbox

List of received messages

List of received messages

Send a message

Education Master rech. Sciences de la vie et de la santé mention biologie cellulaire, physiologie et pathologie spécialité neurobiologie
year of entry 1
Indicate the reasons that led you to select this institution. Finish by clicking on  validate your choice When you are sure about your choices, validate by clicking on the button at the bottom of the page !
click on  edit each of your steps
click on  pour supprimer une demande

Breakdown of the procedure US407379 - PHELPS Heidi

Institution	Connected reasons for selecting this school	Date of transmittal	Pre-registration	Institution's decision	Final choice
Université Paris Descartes - Paris 5 - UFR biomédicale des Saints Pères	No Pour obtenir un master	Non validated	No		

  preceding Validate

Continue to edit your selections by clicking on each pencil. 



Welcome > My file > My procedures

Help | about

DEBETX US313028

Logout

Welcome

My file

Personal Information

Campus France form

My procedures

My mailbox

List of received messages

List of received messages

Send a message

Education Master Sciences humaines et sociales mention géographie et aménagement spécialité aménagement, risque et terrains
year of entry 1
Indicate the reasons that led you to select this institution. Finish by clicking on  validate your choice When you are sure about your choices, validate by clicking on the button at the bottom of the page !
click on  edit each of your steps
click on  pour supprimer une demande

Breakdown of the procedure US313028 - DEBETX Renée

Institution	Connected reasons for selecting this school	Date of transmittal	Pre-registration	Institution's decision	Final choice
École nationale supérieure d'architecture de Paris Val-de-Seine	yes	Non validated	No		

 preceding

Note: You must fill out the box entitled « **Connected reasons for selecting this school** », explaining your reason for this particular selection, and clicking on the . Repeat this step for each one of your selections. We suggest at least a paragraph-long explanation, in French, for why you choose to apply to this school, specifically. **Do NOT** write the same explanation for all of your schools. Click on **validate** to submit this information, and to confirm these selections.

The screenshot shows the CampusFrance website interface. At the top, there's a logo for 'CAMPUS FRANCE' and navigation links like 'Help', 'about', 'PHELPS US407379', and 'Disconnect'. On the left, a sidebar has links for 'Welcome', 'My file', 'Personal information', 'CampusFrance form', 'My procedures', and 'My mailbox'. The main content area is titled 'Welcome > My file > My procedures'. It shows a breakdown of the procedure for 'US407379 - PHELPS Held'. A table lists the institution ('Université Paris Descartes - Paris 5 - UFR biomédicale des Saints Pères'), the reason for selection ('Master rech. Sciences de la vie et de la santé mention biologie cellulaire, physiologie et pathologie spécialité neurobiologie'), the date of transmittal ('Non validated'), and other status fields. A red circle highlights the green checkmark icon in the 'Connected reasons for selecting this school' column.

Institution	Connected reasons for selecting this school	Date of transmittal	Pre-registration	Institution's decision	Final choice
Université Paris Descartes - Paris 5 - UFR biomédicale des Saints Pères	No	Non validated			No

9. After validating your form, you must :

- Contact a CampusFrance representative to verify that your application has been completed properly.
- Send a money order, made out to CampusFrance, for \$140 (refer to our website: usa.campusfrance.org).
- Schedule an appointment with CampusFrance for your telephone interview, adhering to our procedure (a manual for scheduling appointments is also available on our website).

After completing all of these steps, the connected institutions to which you have applied will contact you through your CampusFrance inbox about your acceptance or refusal, according to admissions deadlines. You will also receive a message confirming that your application has been received by the institution.